Custom Ultrasonics In-service Documentation for 83-2, 83-9, and 83-10 Series.

Table of Contents:

Page1:
Computer Operating Instructions For System 83 Plus D.T. Database

Page2:
Computer Operating Instructions For System 83 Plus 9 D.T. Database
Computer Operating Instructions For System 83 Plus 10 D.T. Database

Page 3:
Adding employees into CU Software
Deleting employees from CU Software

Page 4:
Adding Users into CU Software
Deleting a user from CU Software

Page 5:
Adding patients into CU Software
Deleting a Patient from CU Software

Page 6:
Adding Physicians into CU Software
Deleting a Physician from CU Software

Page 7:
Adding Instruments into CU Software
Deleting an instrument from CU Software

Page 8:
Reports: Process Info: Viewing, searching, and printing process information

Page 9:
Reports: Purge Log: Viewing, searching, and printing the Purge Log

Page 10:
Reports: Backup Log Viewing, searching, and printing the Backup Log

Page 11:
Reports: Shutdown Log Viewing, searching, and printing the Shutdown Log

Computer Operating Instructions For System 83 Plus D.T. Database

The Custom Ultrasonics System 83 Plus is made to stay on 24/7. Be sure **not** to shut down the unit by way of circuit breaker. The circuit breaker switch is for system protection and service technician use only. If for some reason the unit must be shut down do so by using the "**F3 shutdown**" option on the main screen after login.

Step 1: **Login** with your username and password.

Step 2: Press the "**C**" key to get into the "CU System" screen. Press **Enter.**

Step 3: A list of "Pre-Processing Guidelines" will appear. These guidelines are to aid in the preparation of the instrument(s) prior to placement in the automated System 83 Plus™. Read through them and press **ENTER**. The "Current Cycle" screen will appear. This screen will display a selection of options using the "F#" keys. "F1 Patient/Instrument", "F2 System Data", "F3 Empty Chamber", "F4 Purge System," "F5 Return Disinfectant", "F6 Wash/Disinfect", "F7 Wash Only", "F8 Close", "F9 Disinfect". You may also press the N key to enter notes about the current scope(s) being processed.

Step 5: Select the desired function. To Wash & Disinfect, Press **F6** (Wash/Disinfect). Press **Y** to proceed. Enter your username and password. Check level of Chemical Reservoir, Press **F1** to continue, Three ounces of detergent will be automatically injected into the processing chamber.

Step 6: To enter patient information press **F1** Patient/Instrument, press **F1** New, press **F5** Add Patient or use the **down arrow** key to check for already added patients, **F1** New, Type in the patient's last name and press **Enter**, first name and press **Enter**, Middle Initial (if any) and press **Enter**. In the Physician field use the **down arrow** to access the drop down menu and highlight a physician, press **Enter** to select the highlighted physician. Type in a code and press **Enter**. Type in any notes you may have and press **F2** to save. Press **F8** Close Press **TAB** key twice to get to the Instrument field, press the **down arrow** to highlight an Instrument, press **Enter** to select the instrument, press **F2** Save, **F8** Close.

Step 7: Upon completion of cycle, Press F3 to print results. Press "F5 Finish" to finalize process.

Step 8: Alcohol purge scopes, 25cc one scope, 50cc two scopes.

Computer Operating Instructions For System 83 Plus 9 D.T. Database
Computer Operating Instructions For System 83 Plus 10 D.T. Database

The Custom Ultrasonics System 83 Plus is made to stay on 24/7. Be sure **not** to shut down the unit by way of circuit breaker. The circuit breaker switch is for system protection and service technician use only. If for some reason the unit must be shut down do so by using the "**F3 shutdown**" option on the main screen after login.

Step 1: **Login** with your username and password.

Step 2: Press the **C** key to get into the "CU System" screen. Press **Enter.**

Step 3: Select the bay you want by using the **left and right arrow** keys. The bay selected will be highlighted grey.

Step 4: A list of "Pre-Processing Guidelines" will appear. These guidelines are to aid in the preparation of the instrument(s) prior to placement in the automated System 83 Plus™. Read through them and press **ENTER**. The "Current Cycle" screen will appear. This screen will display a selection of options using the "F#" keys. "F1 Patient/Instrument", "F2 System Data", "F3 Empty Chamber", "F4 Purge System," "F5 Return Disinfectant", "F6 Wash/Disinfect", "F7 Wash Only", "F8 Close", "F9 Disinfect". You may also press the **N** key to enter notes about the current scope(s) being processed.

Step 5: Select the desired function. To Wash & Disinfect, Press **F6** (Wash/Disinfect). Press **Y** to proceed. Enter your username and password. Check level of Chemical Reservoir, Press **F1** to continue, Three ounces of detergent will be automatically injected into the processing chamber.

Step 6: To enter patient information press **F1** Patient/Instrument, press **F1** New, press **F5** Add Patient or use the **down arrow** key to check for already added patients, **F1** New, Type in the patient's last name and press **Enter**, first name and press **Enter**, Middle Initial (if any) and press **Enter**. In the Physician field use the **down arrow** to access the drop down menu and highlight a physician, press **Enter** to select the highlighted physician. Type in a code and press **Enter**. Type in any notes you may have and press **F2** to save. Press **F8** Close Press **TAB** key twice to get to the Instrument field, press the **down arrow** to highlight an Instrument, press **Enter** to select the instrument, press **F2** Save, **F8** Close.

Step 7: Upon completion of cycle, Press F3 to print results. Press "F5 Finish" to finalize process.

Step 8: Alcohol purge scopes, 25cc one scope, 50cc two scopes.

Administrator Computer Operating Instructions

Adding employees into CU Software

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **E** to enter "Database Entry".

Step 3: Press **E** to enter "Employees".

Step 4: Press **F1** New.

Step 5: Type in the last name, press **Enter**, type in the first name, press **Enter**, type in the middle initial (if any).

Step 6: Press **F2** to save.

Step 7: Press **F8** to close or repeat steps 4 through 7 to add another employee.

Deleting employees from CU Software

Step 1: If an employee has a username and password assigned you must first go into "Users" and delete their user account before you are able to delete them from the "Employees" screen.

Step 2: Press **F10** to access the employee grid.

Step 3: **Arrow up or down** to highlight the employee you want to delete.

Step 4: Press **F4** to delete selected employee. You will be prompted with a "Confirm Delete" box. Press the **Y** key to complete the employee deletion.

Step 5: Press **F8** to close or repeat steps 1 through 5 to delete another employee.

Administrator Computer Operating Instructions

Adding Users into CU Software

Step 1: Make sure you have first added the person to the Employee list.

Step 2: **Login** to CU Software using your username and password.

Step 3: Press **E** to enter "Database Entry".

Step 4: Press **U** to enter the "Users" screen.

Step 5: Press **F1** New

Step 6: Press the **Arrow Down** key to highlight the employee you want to add a user account for, press **Enter** to select the highlighted employee.

Step 7: Type in a username and press **Enter**.

Step 8: Type in a password and press **Enter**.

Step 9: Press **Enter** or to make the user an administrator press the space bar and press Enter.

Step 10: Press **Enter** or to make the user inactive press the space bar and press Enter.

Step 11: Press **F2** to save.

Step 12: Press **F8** to close or repeat steps 5 through 12 to add another user.

Deleting a user from CU Software

Step 1: **Login** to CU Software using your username and password

Step 2: Press **E** to enter "Database Entry".

Step 3: Press **U** to enter the "Users" screen.

Step 4: Press **F10** to access the User grid.

Step 5: **Arrow down** to highlight the user you want to delete.

Step 4: Press **F4** to delete highlighted user. You will be prompted with a "Confirm Delete" box. Press the **Y** key to go complete user deletion.

Step 7: Press **F8** to close or repeat steps 4 through 7 to delete another user.

Administrator Computer Operating Instructions

Adding patients into CU Software

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **E** to enter "Database Entry".

Step 3: Press **A** to enter "Patients".

Step 4: Press **F1** New

Step 5: Type in last name, press **Enter**, type in first name, press **Enter**, type in middle initial (if any), press **Enter**.

Step 6: **Arrow down** to highlight the physician you want, press **Enter**.

Step 7: Enter in an instrument code, press **Enter**.

Step 8: Add notes (if any).

Step 9: Press **F2** to save.

Step 10: Press **F8** to close or repeat steps 4 through 10 to add another patient.

Deleting a Patient from CU Software

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **E** to enter "Database Entry".

Step 3: Press **A** to enter "Patients".

Step 4: Press **F10** to access the patient grid.

Step 5: **Arrow up or down** to highlight the patient you want to delete.

Step 6: Press **F4** to delete selected patient. You will be prompted with a "Confirm Delete" box. Press the **Y** key to complete the patient deletion.

Step 7: Press **F8** to close or repeat steps 4 through 7 to delete another patient.

Administrator Computer Operating Instructions

Adding Physicians into CU Software

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **E** to enter "Database Entry".

Step 3: Press **P** to enter "Physicians" database.

Step 4: Press **F1** New

Step 5: Type in a prefix, press **Enter**, type in last name, press **Enter**, type in first name, press **Enter**, type in middle initial (if any), press **Enter**, type in a suffix (if any), press **Enter**, add notes (if any).

Step 6: Press **F2** to save.

Step 7: Press **F8** to close or repeat steps 4 through 7 to add another employee.

Deleting a Physician from CU Software

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **E** to enter "Database Entry".

Step 3: Press **P** to enter "Physicians" database.

Step 4: Press **F10** to access the Physician grid.

Step 5: **Arrow up or down** to highlight the physician you want to delete.

Step 6: Press **F4** to delete selected physician. You will be prompted with a "Confirm Delete" box. Press the **Y** key to complete the employee deletion.

Step 7: Press **F8** to close or repeat steps 4 through 7 to delete another Physician.

Administrator Operating Instructions

Adding Instruments into CU Software

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **E** to go into "Database Entry".

Step 3: Press **I** to go into "Instruments".

Step 4: Press **F1** New.

Step 5: Type in your instrument, press **Enter**, add notes (if any).

Step 6: Press **F2** to save.

Step 7: Press **F8** to close or repeat steps 4 through 7 to add another instrument.

Deleting an instrument from CU Software

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **E** to go into "Database Entry".

Step 3: Press **I** to go into "Instruments".

Step 4: Press **F10** to access the instrument grid.

Step 5: **Arrow up or down** to highlight the instrument you want to delete.

Step 6: Press **F4** to delete the selected instrument. You will be prompted with a "Confirm Delete" box. Press the **Y** key to complete the instrument deletion.

Step 7: Press **F8** to close or repeat steps 4 through 7 to delete another instrument.

Reports: Process Info

Viewing, searching, and printing process information

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **R** to enter "Reports".

Step 3: Press **I** to enter "Process Info".

Step 4: Delete the existing "From" date using the **Backspace** key, Type in the new "From" date you would like to begin your search on, press **Enter**.

Step 5: Delete the existing "To" date using the **Backspace** key, Type in the new "To" date you would like to end your search at, press **Enter**.

Step 6: Press the **down Arrow** to highlight the bay you want to apply the search to, press **Enter.**

Step 7: Press the **down Arrow** to highlight what type of search you want to do, press **Enter**.

Step 8 (optional): Press the **down Arrow** to select a particular instrument you want your search to focus on, press enter.

Step 9 (optional): Press the **down Arrow** to select a particular physician you want your search to focus on, press enter.

Step 10: Press **F1** "Get Data" to execute your search.

Step 11: **F8** to close or **F2** to reset search and repeat steps 4 – 11.

Printing search results

To print all results press **F5.**

To print one particular result press **F10** to access data grid and use the **up and down arrow** keys to highlight which result you want to print, press **F7.**

Reports: Purge Log

Viewing, searching, and printing the Purge Log

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **R** to enter "Reports".

Step 3: Press **P** to enter "Purge Log".

Step 4: Delete the existing "From" date using the **Backspace** key, Type in the new "From" date you would like to begin your search on, press **Enter**.

Step 5: Delete the existing "To" date using the **Backspace** key, Type in the new "To" date you would like to end your search at, press **Enter**.

Step 6: Press the **down Arrow** to highlight the bay you want to apply the search to, press **Enter**.

Step 7: Press **F1** "Get Data" to execute your search.

Step 8: **F8** to close or **F2** to reset search and repeat steps 4 – 8.

Printing search results

To print all results press **F5.**

Reports: Backup Log

Viewing, searching, and printing the Backup Log

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **R** to enter "Reports".

Step 3: Press **B** to enter "Backup Log".

Step 4: Delete the existing "From" date using the **Backspace** key, Type in the new "From" date you would like to begin your search on, press **Enter**.

Step 5: Delete the existing "To" date using the **Backspace** key, Type in the new "To" date you would like to end your search at, press **Enter**.

Step 6: Press **F1** "Get Data" to execute your search.

Step 7: **F8** to close or **F2** to reset search and repeat steps 4 – 11.

Printing search results

To print all results press **F5.**

Reports: Shutdown Log

Viewing, searching, and printing the Shutdown Log

Step 1: **Login** to CU Software using your username and password.

Step 2: Press **R** to enter "Reports".

Step 3: Press **S** to enter "Shutdown Log".

Step 4: Delete the existing "From" date using the **Backspace** key, Type in the new "From" date you would like to begin your search on, press **Enter**.

Step 5: Delete the existing "To" date using the **Backspace** key, Type in the new "To" date you would like to end your search at, press **Enter**.

Step 6: Press **F1** "Get Data" to execute your search.

Step 7: **F8** to close or **F2** to reset search and repeat steps 4 – 11.

Printing search results

To print all results press **F5.**